

Writing Skills

Punctuation Marks
علامات الترقيم

- Punctuation marks are symbols that we use in written language.
تعتبر علامات الترقيم رموز نستخدمها في اللغة المكتوبة.
- We use them in sentences to make the meaning clear. نستخدمهم في الجملة لجعل المعني واضح

Punctuation Marks



Full stop / period	.	النقطة
Question mark	?	علامة الاستفهام
Exclamation mark	!	علامة التعجب
Semi-colon	;	الفاصلة المنقوطة
Colon	:	النقطتان
Comma	,	الفاصلة السفلى
Apostrophe	'	الفاصلة العليا
Quotation marks (Inverted commas)	" "	علامات التنصيص
Hyphen	-	الشرطة
Dash	–	الشرطة الطويلة
Slash	/	الشرطة المائلة



Sentence endings

1) Full stop = Period (.) النقطة (علامة التوقف)

We can use a full stop (.)

- at the end of declarative, imperative and conditional sentences: آخر الجمل الخبرية / الأمرية
  ✓ Yasser and Peter went to the club an hour ago.
- after abbreviation: بعد الاختصارات
  ✓ My grandson Ahmad was born in Jan. 2020.
- in initials for personal names: في الحروف الأولي للأسماء الشخصية
  ✓ T.S. Eliot (Tomas Stearns Eliot) was a great poet.
  ✓ Let's find an A.T.M. so I can withdraw some money.
- In British English, full stops are placed outside the final quotation mark.
  ✓ The general manager said,"This is a great day for the company".

2) Question Mark (?) علامة الاستفهام

We can use a question mark (?)

- at the end of questions في نهاية السؤال
  ✓ When did Amani leave for the supermarket?
- at the end of tag question في نهاية السؤال المزيل
  ✓ You seem busy now, don't you?



3) Exclamation mark (!) علامة التعجب

We can use an exclamation mark (!)

- after a command, an interjection, or what shows surprise or anger.

بعد أمر أو تعجب أو ما يظهر الدهشة أو الغضب



- ✓ "Look out behind you!" she yelled.
- ✓ I'm so excited to go to the park tomorrow!
- ✓ If you come to work late again, you're fired! (anger الغضب)
- ✓ Leave me alone! (anger الغضب)
- ✓ Johnny, don't play with your food! (strict command امر صارم)
- ✓ Wow! (Great! - Oh, my god!) (الدهشة)
- ✓ What an amazing place! ✓ What a beautiful house! ✓ How beautiful she sings!

Capital Letters الحروف الكبير

يراعى عند الكتابة وضع الحروف الكبيرة فى مواضع محددة

Ali and I met yesterday.	الضمير (I) يكتب دائما حرف كبير
They travelled abroad.	أول حرف في الجملة
Ali said, "We will visit you tomorrow".	أول حرف في الجملة بعد علامات التنصيص
Do you like pasta?	أول حرف في السؤال
I called Ali and Mai.	أول حرف في أسماء الأشخاص
Asia is the biggest continent in the world.	أول حرف في أسماء القارات
Egypt has strong ties with Sudan.	أول حرف في أسماء الدول
Rome is one of the world's most beautiful capitals.	أول حرف في أسماء العواصم
Al Daifi is from Bani Suef.	أول حرف في أسماء المدن
The Pacific Ocean is the world's largest ocean.	أول حرف في أسماء المحيطات
It is joined to the Mediterranean Sea by the Suez Canal.	أول حرف في أسماء البحار.
The River Nile is the longest river in the world.	أول حرف في أسماء الأنهار
Lake Nasser is a man-made lake.	أول حرف في أسماء البحيرات
The Sphinx is a large stone statue that stands in Giza.	أول حرف في أسماء الأعلام
Ahmed is Egyptian but Tom is American.	أول حرف في أسماء الجنسيات
Toka likes English but she can't stand French.	أول حرف في أسماء اللغات
We like to visit our relatives on Fridays.	أول حرف في أسماء أيام الأسبوع
My father died in October.	أول حرف في أسماء شهور السنة
King Abdullah ruled Jordan.	أول حرف في الألقاب قبل الاسم
Where will you stay? When will you arrive?	أول حرف في الجملة بعد (؟ - !)
Mr - Dr - Pro	أول حرف في اختصارات الألقاب
TV - IT - CV	في اختصارات الكلمات
'Oliver' is the main character in 'Oliver Twist'.	أول حرف في أسماء الكتب و الجرايد و المجلات



Pauses or breaks

The comma, semicolon and colon are used to indicate a pause in series.

يتم استخدام الفاصلة السفلية والفاصلة المنقوطة والنقطتين للإشارة إلى التوقف المؤقت في التسلسل

1) Comma (,) الفاصلة السفلية

We can use a comma (,)

- after yes and no — بعد نعم و لا
  - ✓ Yes, it's a quarter past three, Samir.
- before please in sentences and after please at the beginning of a sentence.
  قبل كلمة **please** لو الآخر أو بعدها أذا جاءت في الاول
  - ✓ Could I have more cake, please? Please, allow me to use your camera.
- before or after the name of the person you are speaking to. — عند مخاطبة الشخص
  - ✓ Omar, you have done an excellent job.
- to separate two complete sentences: — لفصل جملتين كاملتين
  - ✓ When I was doing the housework, a stranger knocked on the front door.
- to separate lists or elements within sentences. — لفصل القوائم أو العناصر داخل الجمل
  - ✓ He bought two kilos of sugar, a packet of tea, a bottle of oil and five loaves of bread.
- to separate a list of similar words, adjectives or phrases.
  لفصل قائمة الكلمات أو الصفات أو العبارات المتشابهة
  - ✓ It's important to write in clear, simple, accurate words.
- to separate words or phrases that mark where the voice would pause, (after transitions.)
  لفصل الكلمات أو العبارات التي تحدد مكان توقف الصوت ، (بعد الروابط)
  - ✓ I can't tell you now. However, all will be revealed tomorrow at midday.
- to separate the direct speech from the rest of the sentence. The comma comes before the quotation mark. — لفصل الكلام المباشر عن باقي الجملة. تأتي الفاصلة قبل علامة الاقتباس
  - ✓ Tamer said, "I have already tidied my room".
- to mark non-defining clauses. (The clauses which add extra / non-essential information).
  لتمييز شبة الجملة الغير محدد. (شبة الجملة التي تضيف معلومات إضافية / غير أساسية) (الجملة الاعتراضية)
  - ✓ The police officer, who arrived after just five minutes, arrested the criminal.
- to set off a tag question — لتكوين سؤال مزيل.
  - ✓ She is your sister, isn't she?
- to separate parts of the date — لفصل أجزاء من التاريخ
  - ✓ Tuesday, May 2, 2016, was when I graduated.
- Put a comma at the end of the direct sentence in case the speaker is placed after that sentence.
  - ✓ "I'm coming home late tonight," my father said.
- with words that are not part of the sentence as in the case at the beginning of the sentence. ☐ — ☐ توضع مع الكلمات التي ليست جزء من الجملة مثل الحال في أول الجملة.
  - ✓ Unfortunately, he missed his flight.
- to show a separation of ideas or elements within the structure of a sentence.
  ☐لإظهار فصل الأفكار أو العناصر داخل بنية الجملة
  - ✓ Ali went by bus, and Ahmed took a train.

2) Apostrophe (’) الفاصلة العليا

We can use an apostrophe (’)

- to show who owns something. The ’s is added after singular nouns or names.

لإظهار من يملك شيئا. تتم إضافة 's بعد أسماء الاشخاص أو الأسماء المفردة

✓ This is our aunt’s house.

- When a name or a singular noun ends in -s, either add an apostrophe or an apostrophe as well as another's.

عندما ينتهي اسم شخص أو اسم مفرد بـ -s ، قم بإضافة فاصلة عليا أو فاصلة عليا بالإضافة إلى s أخرى

✓ This is Charles’s phone. ✓ These are James’ books.
✓ My father is at his boss’s party.

- For plural nouns that end in -s, put the apostrophe after the -s.

بالنسبة إلى أسماء الجمع التي تنتهي بـ -s ، ضع الفاصلة العليا بعد الحرف s

✓ Miss Leila is marking her pupils’ work.

- When plural nouns do not end in -s, just add ’s to these plural nouns.

عندما لا تنتهي أسماء الجمع بـ -s ، ما عليك سوى إضافة 's إلى أسماء الجمع هذه

✓ Doctors look after people’s health.

- To make a possessive form of two people joined by and, such as Rami and Samehput’s only after the second name.

لعمل ملكية لشخصين بينهم and ، مثل رامي وسامح ، ضع ’s بعد الاسم الثاني فقط.

✓ We were at Eman and Ahmad’s party.

- The apostrophe can also be used to show that one or more letters in a contraction have been left out. .يمكن أيضا استخدام الفاصلة العليا لإظهار أنه تم استبعاد حرف واحد أو أكثر في الاختصار

✓ We’ll come to your party, but Aya won’t be able to come. She’s meeting her uncle.

لاحظ أن الفاصلة العليا (’s) في (it’s) عبارة عن اختصار، لكن (its) تدل على الملكية.

✓ I can’t buy this shirt because it’s very expensive.
✓ Look at that horse! Its hair is blue. ملكية

الفاصلة العليا لها صيغتان: الدمج وإظهار الملكية

❶ الدمج: (حيث تقوم بدمج كلمتان وتكون الفاصلة العليا هنا بمثابة الحروف المحذوفة)

وتكون صيغة مختصرة لأحد أفعال to be وهي (am - is - are) والأفعال المساعدة مثل... has, have, had, will, ... :

Word		abbreviation	Word		abbreviation
I have	➲	I’ve	I am	➲	I’m
It has	➲	It’s	They are	➲	They’re
Who is	➲	Who’s	She is	➲	She’s
does not	➲	doesn’t	He would	➲	He’d
I would	➲	I’d	It is	➲	It’s
cannot	➲	can’t	I will not	➲	I won’t

✓ I’m a teacher. (I am.......)
✓ She’s waiting at the bus stop. (She is.....)
✓ It’s time to start the meeting. (It is time...)
✓ It’s been a while since we spoke. (It has been..)
✓ He’d never take a bribe. (He would...)
✓ He’d called us before he left. (He had......)



3) Colon (:) النقطتان

We can use a colon (:)

- to introduce lists لتقديم القوائم
  - ✓ There are three main reasons for the success of the government: challenging work, determination and patience.
- between sentences when the second sentence explains or justifies the first sentence.
  بين الجمل عندما تشرح الجملة الثانية أو تبرر الجملة الأولى
  - ✓ Try to keep calm during the interview: this will cause a good impression.

في العناوين الوصفية والتعريفات و للفصل بين العنوان، وما يوصف به

  - ✓ The Prisoner of Zenda: A fictional Novel.

للتعبير عن النسبة و الفصل بين الساعة و الدقائق

  - ✓ The ratio of women to men becomes 5 : 1. It is 12:30.

4) Semi colon (;) الفاصلة المنقوطة

We can use a semi colon (;)

- between two independent clauses linked by a transitional expression (e.g., accordingly, consequently, for example, nevertheless, so, thus).
  بين جملتين مستقلتين مرتبطتين بتعبير انتقالي
  - ✓ Heavy rain had continued to fall at the airport; consequently, all flights were canceled.

لربط جملتين بينهما علاقة (بدون وجود كلمة ربط):

  - ✓ It was raining; the game was cancelled. (= ,so)

لإضافة تفاصيل لعناصر القائمة:

  - ✓ I read; novels, poems, stories, plays.

5) Quotation marks (“ ”) علامات التنصيص

We can use quotation marks (“ ”)

- In direct speech, we enclose what is said within a pair of single or double quotation marks, although single quotation marks are becoming more common.
  - ✓ Wael said, “I haven’t put those shelves up yet”.
  - ✓ She said, “Where is the nearest fish restaurant?”
  - ✓ “I’m coming home late tonight,” my father said.
- We can put quotation marks around titles.
  - ✓ Have you watched the famous film ‘Titanic’?
- We can use quotation marks when we mention a word or phrase in a sentence.
  - ✓ What does ‘punctuation’ mean?





6) Hyphen (-) الوصلة

We can use a hyphen (-)

- to join two or more words together into a compound term. Do not separate the words with spaces.
  - ✓ My eight-year-old boy loves reading.
  - ✓ Do you have sugar-free cookies?
- to link prefixes to words.
  - ✓ These things happened before the pre-enlightenment era.
- Don't use a hyphen if the compound adjective follows the noun it describes.
  - ✓ English is widely spoken.
  - ✓ We use a widely-spoken language.



Linking (transition) words

الروابط: عبارات تستخدم لإظهار العلاقة بين جملتين

Phrases are used to show the connection between two sentences.

Linking words (transitions)	يأتي بعدهم جملة	يأتي بعدهم اسم او ing
Showing addition روابط الإضافة	and = in addition = moreover = furthermore not only .... but also........	as well as = in addition to = besides
Showing reason روابط السبب	because = since = as	because of = due to = owing to = thanks to on account of
Showing contrast روابط التناقض	although = though = even if = even though = nevertheless و يأتي في وسط جملتين تناقض but = however = yet = whilst يمكن استخدام however أول الجملة However + صفة يمكن استخدام however أول الجملة Whatever + اسم	despite = in spite of
Showing result روابط النتيجة	so = that's why = therefore = consequently = as a result = thus = for this reason	
Showing purpose روابط الغرض	to / so as to / in order to + inf. so that = in order that + جملة	in the hope of + ing
Showing conclusion روابط الخاتمة	to summarize, = to sum up, in conclusion, = to conclude, in short, = in summary, finally,=all in all= on the whole	



Writing Skills

1 Paragraph writing كتابة الفقرة

2 Essay writing كتابة المقال

3 Email writing كتابة البريد الإلكتروني

1) Paragraph كتابة الفقرة



- A paragraph is **a series of sentences** that talk about one subject.
- الفقرة هي مجموعة من الجمل التي تتحدث عن موضوع واحد
- و تتروح الفترة من 5 الي 7 جمل (من 4 الي 5 سطور) ابدأ الفقرة بـ**Capital letter** وقم بإنهاء الجملة بـ **full stop**
- اترك مسافة بادئة **indentation** في أول سطر من موضوعك بما يعادل خمسة أحرف.

Parts of a paragraph

1) Topic sentence
2) Supporting sentences
3) Conclusion

1) Topic sentence
الجملة الرئيسية

- It is **the first sentence** of a paragraph. هي الجملة الأولى من الفقرة
- It **states** the main idea. توضح الفكرة الرئيسية
- It **introduces** what the paragraph will say تقدم ماذا ستقول الفقرة

2) Supporting sentences
الجمل الداعمة

- They **form** the body of the paragraph. يكون جسم الفقرة
- They **explain more about** the main idea. يشرحوا الكثير الفقرة الأساسية
- They **give examples, details, facts or statistics** to support the main idea. يقدموا امثلة، تفاصيل، حقائق، أو إحصائيات لتدعيم الفكرة الرئيسية

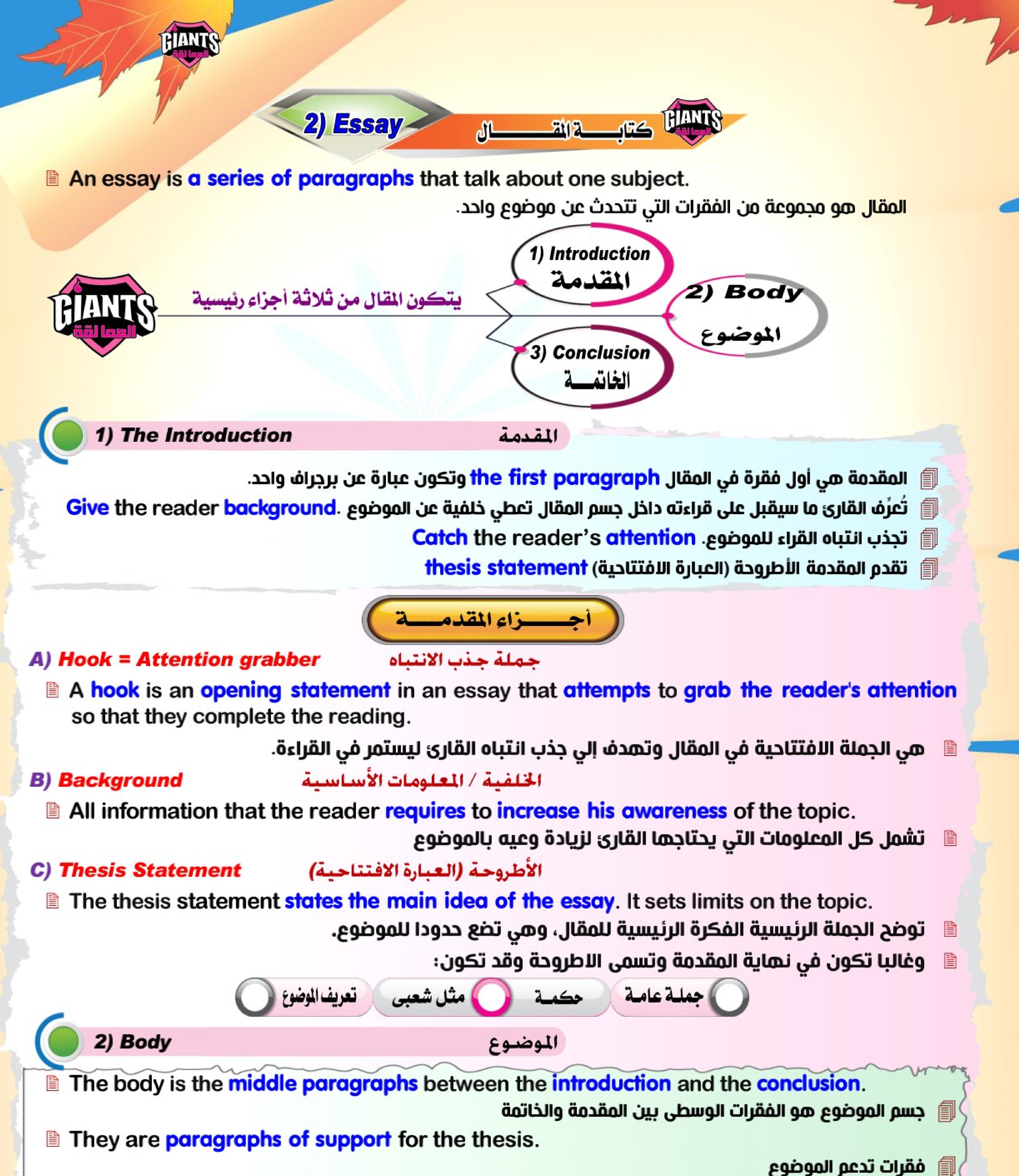
3) Concluding sentences
الجملة الختامية

- It is **the last sentence** in the paragraph. آخر جملة في الفقرة
- It **emphasizes** the main idea. تؤكد الفكرة الرئيسية
- It **restates** the **topic sentence** or the main idea of the paragraph تعيد صياغة الجملة الرئيسية او الفكرة الرئيسية للموضوع
- It **summarises** the paragraph. تلخص الفقرة

Characteristics of a good paragraph خصائص الفقرة الجيدة

unity وحدة الموضوع	All the sentences develop the main idea. جميع الجمل تطور الفكرة الرئيسية.
coherence الترابط (التسلسل المنطقي)	All the sentences should be related to the topic sentence and organized logically, and stick together. يجب أن ترتبط جميع الجمل بالفكرة الرئيسية وأن تكون منظمة بشكل منطقي ، وتتعلق ببعضها البعض.
emphasis توكيد الأولويات	All the sentences should be well-organised and well- ordered to show all the important ideas. ☐
focus التركيز	Each paragraph or essay should have a clear central idea. يجب أن يكون لكل فقرة أو مقالة فكرة مركزية واضحة.





2) Essay كتابـــة المقـــــــال

- An essay is **a series of paragraphs** that talk about one subject.

المقال هو مجموعة من الفقرات التي تتحدث عن موضوع واحد.

1) The Introduction المقدمة

- المقدمة هي أول فقرة في المقال **the first paragraph** وتكون عبارة عن برجراف واحد.
- **Give** the reader **background**. تُعرِّف القارئ ما سيقبل على قراءته داخل جسم المقال تعطي خلفية عن الموضوع
- **Catch** the reader's **attention**. تجذب انتباه القراء للموضوع.
- **thesis statement** تقدم المقدمة الأطروحة (العبارة الافتتاحية)

أجـــــزاء المقدمـــــة

A) Hook = Attention grabber جملة جذب الانتباه

- A **hook** is an **opening statement** in an essay that **attempts** to **grab the reader's attention** so that they complete the reading.
- هي الجملة الافتتاحية في المقال وتهدف إلي جذب انتباه القارئ ليستمر في القراءة.

B) Background الخلفية / المعلومات الأساسية

- All information that the reader **requires** to **increase his awareness** of the topic.
- تشمل كل المعلومات التي يحتاجها القارئ لزيادة وعيه بالموضوع

C) Thesis Statement الأطروحة (العبارة الافتتاحية)

- The thesis statement **states the main idea of the essay**. It sets limits on the topic.
- توضح الجملة الرئيسية الفكرة الرئيسية للمقال، وهي تضع حدودا للموضوع.
- وغالبا تكون في نهاية المقدمة وتسمى الاطروحة وقد تكون:

جملة عامة | حكمة | مثل شعبى | تعريف الموضوع

2) Body الموضوع

- The body is the **middle paragraphs** between the **introduction** and the **conclusion**.
- جسم الموضوع هو الفقرات الوسطى بين المقدمة والخاتمة
- They are **paragraphs of support** for the thesis.
- فقرات تدعم الموضوع
- They contain **facts**, **data**, **evidences**, **comments**, **analysis**, **examples**, **pros** and **cons**.
- جسم المقال يحتوي علي حقائق ، بيانات ، دلائل ، تعليقات ، تحليل ، امثلة يمكنك ، ومميزاته وعيوبه.
- تحتوي كل فقرة من فقرات جسم الموضوع عن:

❶ Topic Sentence الجملة رئيسية
❷ SupportingSentences الجمل الداعمة
❸ Concluding Sentence الجملة الختامية



3) Conclusion = Commentary الخاتمة

- The conclusion is the **last paragraph** of the essay.
- الخاتمة هي الفقرة الأخيرة من المقال.(تكون عبارة عن برجراف واحد فقط).
- The conclusion **restates** the **introductory** paragraph.
- تؤكد الخاتمة علي صياغة الفقرة التمهيدية.
- The conclusion **summarises** the **ideas of body** and **introduction**.
- تلخص الخاتمة افكار جسم الموضوع و المقدمة.
  - ✓ يعبر هذا الجزء عن شخصيتك, حيث تعرض رأيك ومقترحاتك والحلول وقد يشمل نصيحة أو تحذير أو تلخيص لما قلته.
  - ✓ يمكننا القول أن الخاتمة هي نفسها المقدمة لكن بصياغة مختلفة **restatement of the thesis and thoughts**

Types of Essay

أنــواع المقـــال

- 1) Persuasive مقال إقناعى
- 2) Reflective مقال تأملى
- 3) Descriptive مقال وصفى
- 4) Narrative مقال قصصى
- 5) Expository / Informative مقال تفسيرى

1) Narrative Essay مقال قصصي / سردي

- It **narrates** / **tells** a story. يروي قصة
- It includes a **sequence** of actions. يشمل سرد تسلسل من الأحداث

2) Persuasive Essay المقال الاقناعي

- The writer seeks to **persuade** , **convince** the reader to **support** his specific **point of view** about a topic.
- يسعى الكاتب إلى اقناع القارئ ليدعم وجه نظرة في موضوع ما.
- It needs **facts** and **evidences** on the topic. يحتاج الي حقائق ودلائل

3) Descriptive Essay مقال وصفي

- It **describes** the topic. يصف الموضوع
- It **appeals** to the **five senses** (touch, smell, sight, sound, and taste) and use **sensory details**.
- يخاطب الحواس الخمس ويستخدم تفاصيل حسية
- It uses **personifications**, **metaphors, similes** and **creative styles.**
- يستخدم التجسيدات الاستعارات والتشبيهات و الاساليب الابداعية.

4) Expository / Informative Essay مقال تفسيري

- It **defines** something or **gives information**. إنه يعرف شيئا ما أو يعطي معلومات
- It **explains** a **process** and gives instructions. يعطي تعليمات
- It **needs research** and the **writer's knowledge**. يحتاج لبحث و معرفة الكاتب

5) Reflective Essay مقال تأملي

- It may be a real **experience**, **imagined event**, **special object**, or **place**, **something** you **read**, **watched** or **heard**.
- قد يكون المقال التأملي خبرة حقيقية او حدث تخيلي او موضوع خاص او مكان او شئ قرأته او شاهدتة او سمعت عنه.
- The writer **analyses** his experiences and explain how they created personal change.
  يحلل الكاتب تجربة، ويشرح كيف خلقت اختلاف شخصي.





الأجزاء الرئيسية لرسالة البريد الالكترونى

المرسل – Sender (From line)

يكتب هنا عنوان البريد الإلكتروني للشخص الذي أرسل الرسالة

From: Ahmed 2022 @yahoo.com

الجزء الذي يسبق @ يسمي (user name)

الجزء الذي يتبع @ يسمي (domain name)

المرسل إليه – Recipient (To line)

يكتب هنا عنوان البريد الإلكتروني للشخص المرسل إليه الرسالة

To: Al Daifi 2022 @yahoo.com

الجزء الذي يسبق @ يسمي (user name)

الجزء الذي يتبع @ يسمي (domain name)

شريط الموضوع – Subject Line

يكتب هنا موضوع الرسالة الإلكترونية

Subject (About): Giants' series

لابد أن يصاغ اسم الموضوع بشكل جيد و واضح و مختصر ليشجع المستلم علي فتح الرسالة

التحية – Salutation / Greeting

تختلف التحية باختلاف نوع الايميل فهناك :

❶ الايميل الرسمي: وهو ايميل يرسل إلى جهة رسمية (عمل / دراسة / شكوى / ....)

❷ الايميل الغير الرسمي : وهو ايميل يرسل إلى جهة غير رسمية (صديق / أقارب / ....)

formal email	informal email
Dear ……………. ,	Hi ……………… ,
Dear Sir,	Hello ……….. ,
Dear Madam,	Hey,

الموضوع – Body

يحتوي موضوع البريد الإلكتروني على هدف الرسالة

formal email	informal email
لا تستخدم اختصارات contractions	يمكننا استخدام مقدمة للترحيب
لا تستخدم كلمات مختصرة abbreviated words	يمكننا استخدام الاختصارات
لا تستخدم صيغة الأمر imperatives	والكلمات المختصرة وصيغة الأمر
يكتب في صيغة المجهول passive voice	يكتب في المعلوم active voice

الخاتمة – Closing

تحتوي الخاتمة على شكر أو توديع للمرسل إليه

formal email	informal email
Yours sincerely,	Bye,
Yours faithfully,	See you later,
Best wishes,	See you soon,
Regards,	cheers, love,

التوقيع – Signature

يمكننا توقيع الرسائل الإلكترونية الغير رسمية باسم المرسل، لكن رسائل البريد الإلكتروني الرسمية أو التجارية بها أقسام توقيع تتضمن شركة المرسل ومنصبه وشعار الشركة.

اللهم علم ينتفع به

GIANTS العمالقة

1. Which sentence is punctuated correctly?
   - ⓐ The teacher said to the girl “If you are late to school again, you will be punished”.
   - ⓑ The teacher said to the girl, “If you are late to school again, you will be punished”.
   - ⓒ The teacher said to the girl, “If you are late to school again, you will be punished.”
   - ⓓ The teacher said to the girl, If you are late to school again, you will be punished”.
2. Which of the following sentences is structured correctly?
   - ⓐ We haven’t had pizza for the last time we visited that food festival.
   - ⓑ We haven’t had pizza since the last time we were visiting that food festival.
   - ⓒ We haven’t had pizza since the time we visited that food festival.
   - ⓓ We didn’t have pizza since the last time we visited that food festival
3. Which of the following sentences is structured correctly?
   - ⓐ In this office, lunch taken around 1 pm.
   - ⓑ In this office, lunch is taken around 1 pm.
   - ⓒ In this office, lunch was been taken around 1 pm.
   - ⓓ In this office, lunch is taking around 1 pm.

GIANTS العمالقة

4. Which sentence is punctuated correctly?
   - ⓐ When we go shopping I will buy fruits, vegetables and herbs from the supermarket.
   - ⓑ When we go shopping, I will buy fruits, vegetables, and herbs, from the supermarket.
   - ⓒ When we go shopping, I will buy fruits and vegetables and herbs from the supermarket.
   - ⓓ When we go shopping, I will buy fruits, vegetables, and herbs from the supermarket.
5. Which sentence is punctuated correctly?
   - ⓐ Last year I studied four languages in college, English, Spanish, German, and Italian.
   - ⓑ Last year, I studied four languages in college: English, Spanish, German, and Italian.
   - ⓒ Last year, I studied four languages in college; English, Spanish, German, and Italian.
   - ⓓ Last year I studied four languages in college: English and Spanish, German, and Italian.
6. Which sentence is structured correctly?
   - ⓐ I should have brought food in this long journey.
   - ⓑ I should have brought food for this long journey.
   - ⓒ I should brought food for this long journey.
   - ⓓ I should have to buy food for this long journey.
7. Which of these transitions is used to show an opinion?
   - ⓐ Due to ⓑ Personally ⓒ Whilst ⓓ Consequently
8. Which sentence is structured correctly?
   - ⓐ By 2023, Ali would started his new business.
   - ⓑ By 2023, Ali will have started his new business.
   - ⓒ By 2023, Ali will have been started his new business.
   - ⓓ By 2023, Ali will start his new business.
9. Which sentence is punctuated correctly?
   - ⓐ She is asking “if you would like to have lunch on Saturday night?”
   - ⓑ She is asking if you would like to have lunch on Saturday night.
   - ⓒ She is asking “if you would like to have lunch on Saturday night”.
   - ⓓ She is asking if you would like to have lunch on Saturday night?
10. Which sentence is punctuated correctly?
   - ⓐ The mother asked her daughter “Why have you not tidied your room even though I have asked you several times”?
   - ⓑ The mother asked her daughter, “Why have you not tidied your room even though I have asked you several times?”
   - ⓒ The mother asked her daughter, Why have you not tidied your room even though I have asked you several times”?
   - ⓓ The mother asked her daughter, “why have you not tidied your room even though I have asked you several times”.

11 Which sentence is structured correctly?

ⓐ We had pizza last Monday. We hadn't have it since my birthday party.
ⓑ We had pizza last Monday. We haven't eaten it since my birthday party.
ⓒ We had pizza last Monday. We hadn't eaten it since my birthday party.
ⓓ We have had pizza last Monday. We haven't eaten it since my birthday party.

12 Which of these transitions is used to show the result of something?

ⓐ As a result ⓑ Personally ⓒ Whilst ⓓ For instance

13 "Regularly evaluating new work habits is necessary in order to know how successful their impact has been". This could be part of an article about ....

ⓐ maintaining a healthy work–life balance ⓑ evaluating study plans
ⓒ how to enhance work ethic ⓓ the effectiveness of innovative work techniques

14 Which of these transitions is used to show two events happening at the same time?

ⓐ Consequently ⓑ Personally ⓒ Meanwhile ⓓ Due to

15 Which sentence is punctuated correctly?

ⓐ No, Ronald, you should have asked me before taking that medicine?
ⓑ No, Ronald, you should have asked me, before taking that medicine.
ⓒ No, Ronald, you should have asked me before taking that medicine.
ⓓ No Ronald, you should have asked me before taking that medicine.

16 Which of the following sentences can be used to start an essay on self-care?

ⓐ Additionally, self-care is another essential element in maintaining a healthy mental state.
ⓑ Initially, feeling burned out is often due to spending too much time caring for oneself.
ⓒ Taking care of your mind, body, and soul should be your top priority.
ⓓ Firstly, paying attention to one's emotional and mental well-being can prevent a lot of mental health issues.

17 "Some schools believe that students do not need homework to apply what was taught in class. Personally, I think students ought to practise their knowledge regularly to improve their skills". This shows ....

ⓐ someone's opinion ⓑ a contrast in ideas
ⓒ the cause of something ⓓ an addition

18 Which of the following sentences can be used to start an essay on study tips?

ⓐ However, not giving yourself enough study breaks is going to affect your productivity.
ⓑ Also, try to decide how much time each topic needs in order to be confident when answering its questions.
ⓒ Make short notes about the important points you want to cover in a study session.
ⓓ The first step in your revision ought to be making a study plan.

19 "Through this study, we were able to observe that working from home has significantly affected productivity levels". This could be part of an article about.

ⓐ productivity levels depend on working hours
ⓑ the effects of working from home
ⓒ the steps to increase productivity in the office
ⓓ observing what triggers changes in your work from home conditions

20 "The fastest method of communication nowadays is social media. Our smartphones and computers connect us to the world in order to exchange knowledge and experiences with other people". This could be part of an article about.

ⓐ outdated forms of communication
ⓑ how formal communication methods are becoming harder to manage
ⓒ advantages and disadvantages of communication
ⓓ the impact of technology on our lives



21 Which of these transitions is used to show a contrast?

ⓐ For example ⓑ However
ⓒ Due to ⓓ Personally

22 Which sentence is punctuated correctly?

ⓐ I have obtained my driver's licence; however, I still can't drive on highways.
ⓑ I have obtained my driver's licence; however. I still can't drive on highways.
ⓒ I have obtained my driver's licence; however; I still can't drive on highways.
ⓓ I have obtained my driver's licence, however I still can't drive, on highways.

23 Which sentence is structured correctly?



ⓐ The roads were crowded extremely yesterday.
ⓑ The roads extremely crowded yesterday.
ⓒ The roads were extremely crowded yesterday.
ⓓ The roads had extremely crowded yesterday.

24 Which of the following sentences can't be used to conclude an essay on mental health?

ⓐ To conclude, one must always keep their mental health in check to avoid complications.
ⓑ In conclusion, paying attention to your physical and mental state could save your life.
ⓒ However, most practices require a lot of mental effort and perseverance.
ⓓ To sum up, mental health issues could stem from several experiences, not just stress.

25 Which sentence is structured correctly?

ⓐ Egyptians have celebrated Easter last week. They hadn't celebrated it since the COVID-19 outbreak.
ⓑ Egyptians will celebrate Easter next week. They hadn't celebrated it since the COVID-19 outbreak.
ⓒ Egyptians celebrated Easter last week. They haven't celebrated it since the COVID-19 outbreak.
ⓓ Egyptians celebrated Easter last week. They hadn't celebrated it since the COVID- 19 outbreak.

26 Which of the following sentences can't be used to conclude an essay on online reviews?

ⓐ Firstly, the internet is a free search tool that is open to everyone around the globe.
ⓑ To conclude, it is not wise to trust people you do not personally know.
ⓒ In conclusion, despite the usefulness of online reviews, they cannot be blindly relied on.
ⓓ To sum up, online reviews allow you to make an informed decision about a particular product.

27 Which of these transitions is used to show a conclusion?

ⓐ In short ⓑ Due to
ⓒ In addition ⓓ Consequently

28 Which sentence is punctuated correctly?

ⓐ She looked down at the pool and said to herself, "I can do this. I am. A qualified swimmer."
ⓑ She looked down at the pool and said to herself; I can do this. I am a qualified swimmer.
ⓒ She looked down at the pool and said to herself, "I can do this. I am a qualified swimmer".
ⓓ She looked down at the pool and said to herself, I can do this. I am a qualified swimmer.



29 Which of the following is important to include in the introduction of a biography?
ⓐ That person's minor achievements ⓑ What the person is known for
ⓒ What that person did after retiring ⓓ How that person died

30 How would you start an email to a friend?
ⓐ By checking how your friend is doing ⓑ By checking your understanding
ⓒ By thanking your friend in advance ⓓ By explaining the problem

31 Which sentence is punctuated correctly?
ⓐ Whatever you do in life; do it with passion.
ⓑ Whatever you do in life, Do it with passion.
ⓒ Whatever you do in life. Do it with passion.
ⓓ Whatever you do in life, do it with passion.

32 Which sentence is structured correctly?
ⓐ The park was wrecked by the tornado last Thursday.
ⓑ The park wrecked by the tornado last Thursday.
ⓒ The park was wrecked the tornado last Thursday.
ⓓ The park was being wreck by the tornado last Thursday.

33 Which sentence is structured correctly?
ⓐ Neil Armstrong, who was the first man to land on the Moon, grow up in this neighbourhood.
ⓑ Neil Armstrong was the first man to land on the Moon. Grew up in this neighbourhood.
ⓒ Neil Armstrong, whose the first man to land on the Moon, grew up in this neighbourhood.
ⓓ Neil Armstrong, who was the first man to land on the Moon, grew up in this neighbourhood.

34 "To sum up, changing your habits is the result of many several tiny changes to your daily life." This sentence can be considered a part of .... of an essay.
ⓐ a start ⓑ a conclusion ⓒ an introduction ⓓ a body

35 Which of these transitions is used to show addition?
ⓐ Furthermore ⓑ Consequently ⓒ Whilst ⓓ Due to

36 Which punctuation mark is used at the end of a question?
ⓐ A question mark ⓑ Speech marks ⓒ A semicolon ⓓ An exclamation mark

37 "Firstly, finding plenty of recommendations and online reviews of products enhances the shopping experience."
This sentence can be considered a part of .... of an essay.
ⓐ an introduction ⓑ a body ⓒ a summary ⓓ a conclusion

38 "Moreover, it is not a good idea to skip breakfast as it has several health benefits." This sentence can be considered a part of .... of an essay.
ⓐ a body ⓑ a conclusion ⓒ an introduction ⓓ a summary

39 Which of these transitions is used to show a reason?
ⓐ Similarly ⓑ Whilst ⓒ Due to ⓓ Consequently

40 Which sentence is punctuated correctly?
ⓐ What a wonderful idea! Let's add it to our options.
ⓑ What a wonderful idea! Lets add it to our options.
ⓒ What a wonderful idea? Let's add it to our options.
ⓓ What a wonderful idea. Lets add it to our options.

41 Which sentence is structured correctly?
ⓐ Took time for self-care is a priority to avoid burnout.
ⓑ Taking time for self-care is a priority to avoid burnout.
ⓒ Taking time for self-care is being a priority to avoid burnout.
ⓓ Been taking time for self-care is a priority to avoid burnout.

42 "In this essay, we will examine how life-changing inventions have always been sparked by urgent needs." This sentence can be considered .... to an essay.

ⓐ a body ⓑ a conclusion ⓒ a summary ⓓ an introduction

43 Which of these transitions is used to show an example?

ⓐ In addition ⓑ Whilst ⓒ However ⓓ Such as

44 Which punctuation mark is used when something is directly said by someone?

ⓐ A question mark ⓑ Speech marks ⓒ A semicolon ⓓ An exclamation mark

45 "The stars danced in the night sky." This sentence has an example of personification and this language feature could be found in ....

ⓐ a poem ⓑ an essay ⓒ a message ⓓ an offer

46 "The oil danced in the pan." This sentence has an example of personification and this language feature could be found in....................

ⓐ a poem ⓑ an offer ⓒ an essay ⓓ a message

47 "The cake called my name." This sentence has an example of .... and this language feature could be found in a poem.

ⓐ possibility ⓑ an order ⓒ a request ⓓ personification

48 We use a full stop (.) ....

ⓐ at the end of a statement ⓑ to show certainty
ⓒ to show surprise or excitement ⓓ at the end of a question

49 Which sentence is structured correctly?

ⓐ Signal-hopping is a technology invented by Hedy Lemarr, who was also a beautiful actress.
ⓑ Signal-hopping was a technology invented by Hedy Lemarr, was also a beautiful actress.
ⓒ Signal-hopping is a technology invented by Hedy Lemarr, whom also a beautiful actress.
ⓓ Signal-hopping is a technology invented by Hedy Lemarr, whose was also a beautiful actress.

50 Which sentence is structured correctly?

ⓐ When you felt overwhelmed by your problems, try to start by sorting your priorities.
ⓑ When you feel overwhelmed by your problems, try to start by sorting your priorities.
ⓒ When you feel overwhelming by your problems, try to start by sorting your priorities.
ⓓ When you felt overwhelmed by your problems, try to started by sorting your priorities.

51 "Since I was a child, I have always struggled with mathematics, which is why the following post is so close to my heart."
This sentence can be considered .... to a blog.

ⓐ a conclusion ⓑ a body ⓒ an introduction ⓓ a summary

52 We use the exclamation mark (!) ....

ⓐ to show surprise or excitement ⓑ to show certainty
ⓒ at the end of a statement ⓓ at the end of a question

53 Which sentence is structured correctly?

ⓐ Although he is practised a lot, he felt really worried about the chess tournament.
ⓑ Although he was practised a lot, he felt really worried about the chess tournament.
ⓒ Although he had practised a lot, he felt really worried about the chess tournament.
ⓓ Although had he practised a lot, he felt really worried about the chess tournament.

54 "I look forward to hearing back from you soon."
This sentence can be considered a part of .... of an essay.

ⓐ a summary ⓑ an introduction ⓒ an ending ⓓ a body

55 Which sentence is structured correctly?

ⓐ Last night, flashbacks of the accident will come back to haunt him in his dreams.
ⓑ Last night, flashbacks of the accident have came back to haunt him in his dreams.
ⓒ Last night, flashbacks of the accident come back to haunt him in his dreams.
ⓓ Last night, flashbacks of the accident came back to haunt him in his dreams.

GIANTS العمالقة

56 In which of these essays, the writer arrives at a conclusion by logical reasoning?

ⓐ Argumentative essays ⓑ Narrative essays
ⓒ Reflective essays ⓓ Descriptive essays

57 The first sentence of a paragraph is ....

ⓐ The conclusion sentence ⓑ the exclusive sentence
ⓒ the topic sentence ⓓ the introduction sentence

58 Which of the following sentences has the correct punctuation?

ⓐ Did you say, "Ahmed won first prize in the painting competition!"
ⓑ Did you say, "Ahmed won first prize in the painting competition."
ⓒ Did you say, "Ahmed won first prize in the painting competition?"
ⓓ Did you say, "Ahmed won first prize in the painting competition"?□

GIANTS العمالقة

59 A good essay should include ....

ⓐ real data ⓑ poor style ⓒ fakeness ⓓ incoherence

60 We use a/an .... to list more than two items or names in the same sentence.

ⓐ hyphen ⓑ comma ⓒ apostrophe ⓓ semi-colon

61 Which of the following punctuation marks can be used in the blanks: When will you return to our city.................... .

ⓐ question mark ⓑ exclamation mark ⓒ comma ⓓ full stop

62 Which can be used in the blanks: Jack... the carpenter... made a cupboard.

ⓐ comma ⓑ hyphen ⓒ brackets ⓓ semi-colon

63 Which can be used in the blanks: The children were told to bring the following items .... a pen, a pencil, a ruler and an exercise book.

ⓐ comma ⓑ hyphen ⓒ colon ⓓ semi-colon

64 What is the main purpose of the persuasive paragraph?

ⓐ Inspire the reader to feel a certain way towards an event, character, place, etc.
ⓑ Tell a story ⓒ Explain a concept in full depth.
ⓓ Make the reader experience whatever is narrated.

65 The introductory paragraph of an essay requires the topic, thesis and ....

ⓐ summary ⓑ hook ⓒ supporting details ⓓ opinion

66 Which can be used in the blanks: Jim lives in Australia... his brother lives in England.

ⓐ apostrophe ⓑ semi-colon ⓒ hyphen ⓓ colon

67 Which can be used in the blanks: ...I haven't seen Carol today, ... said Tom.

ⓐ commas ⓑ brackets ⓒ hyphens ⓓ quotation marks

68 What is a descriptive paragraph?

ⓐ Text describing a person, animal, place, thing, along with idea and theme.
ⓑ Give your opinion to the reader. ⓒ Explaining a concept or idea.
ⓓ Tell a story to the reader.

69 Typically, what should you do in your conclusion after you restate the thesis?

ⓐ Summarize every detail of your whole essay ⓑ Summarize your major points
ⓒ Leave your reader thinking ⓓ Demand the reader agree with you

70 What are the two paragraphs where you should put your thesis?

ⓐ You only need to state it once. ⓑ Body Paragraph
ⓒ Introduction and Conclusion ⓓ Introduction and Body Paragraph

71 When do you use supporting details or supporting sentences?

ⓐ Never use these in paragraphs because they are for essays only.
ⓑ After the topic sentence and before the closing sentence.
ⓒ After the last sentence because it helps you summarize the paragraph.
ⓓ Before the first sentence at the introduction.

72 Which can be used in the blanks: I found Claire...s jacket on the chair.

ⓐ a full stop ⓑ a hyphen ⓒ a comma ⓓ an apostrophe

73 Which of the following has the correct ending punctuation mark?............
ⓐ What a terrible accident? ⓑ What a terrible accident.
ⓒ What a terrible accident! ⓓ What a terrible accident"

74 A/An............ is the last paragraph of an essay
ⓐ introduction ⓑ body paragraph ⓒ thesis ⓓ closing

75 A/An............ is included in the introduction of an essay.
ⓐ final ⓑ conclusion ⓒ summary of the paper ⓓ thesis statement

76 In an e-mail, the............ line is where you type what the e-mail is about.
ⓐ to ⓑ subject ⓒ attachment ⓓ from

77 A hook ....
ⓐ states the thesis ⓑ paraphrases what I write
ⓒ draws the reader's attention to read the essay ⓓ summarizes what I write

78 ....is smooth and logical flow of sentences in a paragraph.
ⓐ Incoherence ⓑ Coherence ⓒ Unity ⓓ Emphasis

79 When I write the body paragraphs in an essay, I ....
ⓐ Include the thesis to remind the reader. ⓑ Includes related details with examples.
ⓒ use only informal vocabulary
ⓓ make sure the supporting details are in the introduction.

80 Which of the following has the correct ending punctuation mark
ⓐ Had she enough time, she 'd help you; ⓑ Had she enough time, she'd help you?
ⓒ Had she enough time, she'd help you! ⓓ Had she enough time, she'd help you.

81 A/An .... shows the beginning of a paragraph.
ⓐ dash ⓑ period ⓒ indent ⓓ capital letter

82 You do not include .... in a closing paragraph.
ⓐ moral ⓑ final results ⓒ hook ⓓ concluding sentences

83 The "bulk" is another name for the.............. of an essay.
ⓐ body ⓑ hook ⓒ conclusion ⓓ thesis

84 Which of the following has the correct ending punctuation mark?
ⓐ Have a nice time. ⓑ Have a nice time? ⓒ Have a nice time! ⓓ Have a nice time"

85 Which of the following has the correct ending punctuation mark?
ⓐ Were they faster, they'd catch up with their friends?
ⓑ Were they faster, they'd catch up with their friends!
ⓒ Were they faster, they'd catch up with their friends.
ⓓ Were they faster, they'd catch up with their friends:

86 Find the sentence that is grammatically correct.
ⓐ This place has been declared as one of the cold places on earth.
ⓑ This place has been declared as one of the best cold places on earth.
ⓒ This place has been declared as one of the coldest place on earth.
ⓓ This place has been declared as one of the coldest places on earth.

87 Which sentence of the following is correctly punctuated?
ⓐ Omar and Ali who have always been friends no longer talk to each other.
ⓑ Omar and Ali who have always been friends, no longer talk to each other.
ⓒ Omar and Ali, who have always been friends, no longer, talk to each other.
ⓓ Omar and Ali, who have always been friends, no longer talk to each other.

88 A/An .... is another name for the attention-grabber sentence.
ⓐ body ⓑ closing ⓒ introduction ⓓ hook

89 One can close an informal email with "............" .
ⓐ Bye ⓑ Yours sincerely ⓒ Yours faithfully ⓓ best wishes

GIANTS العمالقة

90 When should you use an apostrophe?
ⓐ To indicate possession (where a noun owns something).
ⓑ For a contraction (where letters are missing) and possession (where a noun owns something).
ⓒ When an independent clause is attached to a dependent clause.
ⓓ When someone is speaking.

91 The old man realised that he should retire and went back to his village youth... Ireland.
ⓐ Semicolon(;) ⓑ Dash() ⓒ Hyphen(-) ⓓ Colon(:)

92 "The Internet is crucial to modern life, and parents and schools can do a lot to make sure children use the Internet safely. Many schools have developed systems that limit the websites children can access." This could be a part of article about
ⓐ the ability to access certain websites at schools
ⓑ teaching children how to use the internet carefully
ⓒ limited resources at school ⓓ using computers and internet at schools

93 "I agree that modern technology has made our lives better in many ways." This sentence be included in an article as a ....
ⓐ thesis statement ⓑ supporting sentence
ⓒ topic sentence ⓓ concluding sentence

94 Choose the sentence below with the correct punctuation.
ⓐ Ted and Janice, who had been friends for years, went on vacation together every summer.
ⓑ Ted and Janice, who had been friends for years, went on vacation together, every summer.
ⓒ Ted and Janice who had been friends for years went on vacation together every summer.
ⓓ Ted, and Janice who had been friends for years, went on vacation together every summer.

95 The full-stop is ....
ⓐ a squiggle in a sentence indicating when the sentence should finish.
ⓑ a dot at the end of a sentence which leads to the next sentence.
ⓒ a dot at the middle of a sentence
ⓓ a dot at the end of a sentence indicating that the sentence is complete.

GIANTS العمالقة

96 We use a colon to ....
ⓐ indicate that a new sentence has begun
ⓑ remove water from digested food in the intestine
ⓒ use when commas get boring ⓓ indicate a series of options

97 "Sending children to school at an early age has both advantages and disadvantages. Children can learn a lot by being around other children." This could be a part of article about ....
ⓐ importance of schools ⓑ importance of teaching children at a young age
ⓒ importance of education and teachers
ⓓ importance of parenting at a young age

98 Which sentence represents a good main idea or a topic sentence?
ⓐ Cell phone use while driving is very dangerous.
ⓑ People tend to drive faster when they are talking on cell phone
ⓒ Drivers aren't aware of surrounding traffic when they are using a cell phone
ⓓ Cell phone cause drivers to take their eyes off the road .

99 Which can be used in the blanks: Wow .... You really obtained a gold medal in the Olympics.
ⓐ comma ⓑ exclamation mark ⓒ full stop ⓓ question mark

100 Which punctuation mark is correct for this sentence? "Jimmy said that the Earth was flat .... but I said it was oval".
ⓐ Comma ⓑ Colon ⓒ Semi-colon ⓓ Full-stop

101 The sentence that gives the reader some examples or evidence in the paragraph is called ....
ⓐ a topic sentence ⓑ introduction ⓒ conclusion ⓓ a supporting sentence

102 If you are writing a persuasive essay, you should ....
ⓐ state facts about the topic
ⓑ try to convince the reader of your opinion
ⓒ state your opinion clearly with examples
ⓓ imagine and create a story about the topic

103 Which idea should NOT follow this sentence: “In my opinion, laws against smoking in public places will do a lot to discourage this unpleasant and unhealthy habit, and I don't believe any further measures are needed”.
ⓐ The government has already placed powerful laws to reduce smoking in public places and people follow them strictly.
ⓑ Laws can do a great deal to reduce smoking.
ⓒ Laws against smoking are more effective than education, taxes, or anything else.
ⓓ Smoking leads to many diseases in addition to cancer

104 When we start writing, we shouldn't ....
ⓐ think about the grammar that will be included
ⓑ think about different topic if we know more about it
ⓒ write everything we know about the topic
ⓓ think about the ideas we will write about

105 Which one of the following sentences is CORRECTLY punctuated?
ⓐ My sixty-year-old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired
ⓑ My sixty year old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired.
ⓒ My sixty year old Mother in law did a ten foot dive into the Swimming Pool and was greatly admired.
ⓓ My sixty-year-old mother-in-law did a ten-foot dive into the swimming pool and was greatly admired.

106 Which one of the following punctuation marks can be used for this sentences?
Karim worked in this company three years ago ....
ⓐ ? ⓑ . ⓒ ! ⓓ :

107 The best thesis statement for this paragraph is .... "Some people say that the best way to discourage smoking is to make smoking illegal in public places. Other people say that this is not enough and that other measures are needed".
ⓐ In my opinion, it is unpleasant to be in public places where people are smoking.
ⓑ I think that it is very important to not encourage smoking altogether as people like to breathe well in all areas.
ⓒ In my opinion, laws against smoking are an important part of discouraging this bad habit, but I agree that more needs to be done.
ⓓ It is important to stop smoking in all areas as it is harmful for people

108 Each essay contains ....
ⓐ a topic sentence ⓑ conclusion
ⓒ introduction and body paragraphs ⓓ b & c

109 To make the following sentence correctly punctuated, ...
We’re going to spend a five day holiday in Alexandria when we finish exams.
ⓐ insert a dash between day and holiday ⓑ add a comma before when
ⓒ remove the apostrophe before re ⓓ insert a dash between five and day

110 Choose the most appropriate grammatical sentence from the following:

ⓐ The number of engineering colleges are gradually being reduced.

ⓑ The number of engineering colleges are gradually reduced.

ⓒ The number of engineering colleges is gradually being reduced.

ⓓ The number of engineering colleges is gradually reduced

111 Which of the following sentences can be used to end an essay about the merit of planting more trees?

ⓐ However, planting more trees requires more attention to grow well.

ⓑ Moreover, planting more trees could take up more space in crowded streets.

ⓒ In conclusion, planting more trees is essential to cut down pollution.

ⓓ In short, some people believe that planting more trees could be useless in desert areas.

112 Which of the following is the correct reported sentence for this direct on?

"I can't wait for you because I must leave for the airport to meet my uncle," said Emad.

ⓐ Emad said that he couldn't wait for me because he would leave for the airport to meet his uncle.☐

ⓑ Emad said that he couldn't wait for me because he must have left for the airport to meet his uncle.☐

ⓒ Emad said that I couldn't wait for him because he had to leave for the airport to meet his uncle.☐

ⓓ Emad said that he couldn't wait for me because he had to leave for the airport to meet his uncle.☐

113 Which of the following is punctuated correctly?

ⓐ We're invited to the birthday party of our friends ten-year-old child.☐

ⓑ We re invited to the birthday party of our friend's ten year-old child.☐

ⓒ We're invited to the birthday party of our friend's ten-year-old child.☐

ⓓ We're invited to the birthday party of our friend's ten-year old child.☐



114 The following could be part of a/an .... essa.

ⓐ persuasive ⓑ descriptive ⓒ narrative ⓓ argumentative☐

The Taj Mahal is a magnificent Indian monument that annually attracts visitors from all over the world. It is situated on the Yamuna River's bank in Agra, Uttar Pradesh, India. It is a magnificent architectural masterpiece in India. It has four magnificent pillars. It is at least 2.5 kilometres from the Agra Fort.

115 Select the grammatically correct sentence.

ⓐ If Sunaina has worked hard, she would have cleared the test

ⓑ If Sunaina had worked hard, she shall have cleared the test

ⓒ If Sunaina worked hard, she would have cleared the test.

ⓓ If Sunaina had worked hard, she would have cleared the test

116 Choose the correctly punctuated sentence.

ⓐ There is one thing I know. ice cream is the best dessert.

ⓑ There is one thing I know, ice cream is the best dessert.

ⓒ There is one thing I know; ice cream is the best dessert.

ⓓ There is one thing I know ice cream is the best dessert.

117 Which of the following has correct punctuation marks?

ⓐ There is a substantial difference between the two, but is there necessarily a conflict!

ⓑ there is a substantial difference between the two, but is there necessarily a conflict?

ⓒ There is a substantial difference between the two, but is there necessarily a conflict.

ⓓ There is a substantial difference between the two, but is there necessarily a conflict?

118 Which of the following is correctly punctuated?

ⓐ Ramah received a fountain pen, Mona a watch.

ⓑ Ramah received a fountain pen; Mona a watch.

ⓒ Ramah received a fountain pen; Mona, a watch

ⓓ Ramah received a fountain pen, Mona, a watch

119 The following sentence "In the end, the value of non-smoking nations is not in pounds. The good health of the people is the true value for us all." is always used as............ .

ⓐ A detail sentence ⓑ An example sentence

ⓒ A topic sentence ⓓ A concluding sentence